

# Electronic Filing News

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## *What's New on our ECF Website?*

<http://www.mnd.uscourts.gov/cmecf/index.htm>

- **Updated Procedures Guides**—be sure to check for updates on the web site in September.
- **Notice**—Regarding Public Access Policy
- **Portable Document Troubleshooting Guide**— Referenced in the Technology Update section.
- **Updates to Forms.** Most court forms are now available in Word, WordPerfect and PDF.
- **The list of criminal documents filed in paper has been updated.**
- **Top 10 ECF Reminders**

## *Filing Statistics*

- As of July 1, 2004, 80% of filings are posted on ECF by attorneys.



- Motions are the number one document being filed.
- Filings after 5:00 p.m. and during the weekends usually fall in the single digits.

## Message from the ECF Project Team

Electronic Case Filing (ECF) is the new automated case management and filing system for the District of Minnesota. The Court went live with ECF on May 17, 2004 and was pleasantly surprised by the participation of the Federal Bar. Thanks to you, this District was one of the first in the country to have 80% attorney participation in the first month. Thank you for your efforts and keep up the good work. In order to keep you up-to-date on changes to our system and tips on e-filing, this monthly newsletter will be transmitted via your e-mail address in ECF.

### Training Update

Over 3000 attorneys and support staff have attended ECF training sessions. Training began in March 2004 and continues to be held both on and off-site. Training is being offered this summer on Tuesdays and Thursdays at the Minneapolis Courthouse. Call our ECF Training hotline at 612-664-5899 to register for a class. CLE credit was recently approved for ECF training. Two credits of Law Office Management were approved.

### Computer Based Training

ECF Computer Based Training Modules were designed with you in mind. The court strongly recommends that everyone in your office who will be involved in electronically filing documents familiarize themselves with ECF. Completion of the CBT's will prepare you for formal training or familiarize those who are unable to attend training. To access the CBT's : Go to <http://pacer.psc.uscourts.gov/cmecf/training.html>

### Technology Update

The Court has had trouble with documents that are converted using **Adobe Acrobat 6.0**. Some of the features are not compatible with earlier versions of Adobe Acrobat. If you do use **Adobe Acrobat 6.0** please read the document at: <http://www.ned.uscourts.gov/cmecf/Adobe%20Acrobat%206.pdf>

### The Hammer Letter

Beginning June 28, 2004, attorneys not filing electronically are receiving letters from the court explaining the importance of e-filing and that they must show cause as to why they cannot file in ECF.

### Courtesy Copies

Just a reminder that with the filing of any motion and related documents, or sealed documents, send one courtesy copy in paper to the Judge or Magistrate Judge hearing that motion. Put the copy in the U.S. Mail the day it's posted to ECF.

### Questions & Answers

#### How can I be added to a case in ECF?

1. File a motion or answer and add yourself to the case or
2. File a notice of appearance or
3. List your name in the signature block.

#### How do I file a stipulation and proposed order?

1. File the stipulation and certificate of service in ECF using the Other Documents link.
2. E-mail the proposed order to the Judge's e-mailbox (listed in the Procedures Guide) and serve a copy on opposing counsel, if required.

#### How can I stop getting e-notices on old cases?

1. If you are the only attorney for your client, file a motion to withdraw as counsel or file a notice of substitution.
2. If your client has more than one attorney, file a notice of withdrawal under the Notices link.

### Congratulations!

Congratulations to Charles Webber and all of the support staff and trainers at Faegre and Benson. He was the first to file on ECF when the Court went live in May!